

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
ADDITIONAL INSTRUCTIONS FOR COMPLETING
FIRE SAFETY INSPECTION REQUEST FORM

A complete license application requires a valid fire clearance for the facility to be licensed. The applicant is responsible for acquiring the fire clearance from the local fire authority. If you have questions regarding how to fill out the form, please call the Department of Alcohol and Drug Programs, Residential and Outpatient Programs Compliance Branch's Officer-of the-Day at **(916) 322-2911**.

The following are instructions for completing the Fire Safety Inspection Request Form (STD 850):

1. Fill in the "Request Date" on the upper right hand side of the form.
2. Fill in the "total capacity" you are requesting in your facility. The "total capacity" requested should equal to "total occupancy" of the facility requested in Item 2B on portion A-1 of the application for licensure in the Initial Licensing Application Booklet. You and the fire inspector should discuss the ambulatory and nonambulatory capacities of the facility and complete those items on the request. ***It is also important to note the following:***
 - a) "Total occupancy" includes residents receiving recovery, treatment or detoxification services, children of the residents, and staff living at the facility.
 - b) If the "total occupancy" includes children of the residents, the maximum number of the children and their age limit shall be specified on the fire clearance (e.g., total occupancy may include up to 6 children under 10 years of age).
3. Fill in the facility name, street address(s), number of buildings, city (state and zip code), contact person and special conditions. If you are requesting one license for more than one address, list each address and capacity on the Std. 850 form under the box titled "Special Conditions." Please note that multiple addresses may require more than one license which would also require more than one fire clearance.
4. The lower part of the form will be completed by the Fire Department.
5. Also attached is an Information Bulletin (SFM 94-1) issued by the State Fire Marshal which can be shown to fire inspection authorities, if they question the inspection request procedure.
6. Contact your local fire authority to schedule the inspection. Ensure they have jurisdiction for the address of the facility to be licensed.

(Note: This form should not be submitted to the local fire inspector unless the applicant intends to submit a complete license application booklet to the Department of Alcohol and Drug Programs.)

7. A completed licensing application must include an approved fire clearance prior to mailing the application to the Department.